



Title: **INFORMATION TECHNOLOGY OFFICER**

Salary Code: Band D
Effective Date: 01/01/13
FLSA Designation: Exempt

GENERAL DESCRIPTION

Under general direction of the Director of Finance & Administration, establishes and directs the strategic long-term goals, policies, and procedures for the information technology department; determines the District's long-term systems needs and hardware acquisitions to accomplish business objectives; recognizes new developments in information systems technology and anticipates organizational modifications; relies on experience and judgment to plan and accomplish goals; functions as top-level contact to assist end users in determining IS requirements and solutions; and plans, organizes, and reviews the work of assigned staff. This is an unclassified position in which the incumbent serves at the discretion of the General Manager.

EXAMPLES OF WORK PERFORMED

The information listed below is meant to serve as samples of the job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed.

1. Plans, organizes, assigns, directs, reviews, and supervises the work of assigned staff involved in implementing new technologies, repairing and installing computers and computer components, diagnosing and repairing system problems, and telephone system maintenance.
2. Designs, develops and maintains custom applications, custom purchased applications, data storage systems, data communications, standard purchased applications and network infrastructures.
3. Consults with departments to understand business processes, clarify objectives, and design and implement appropriate solutions.
4. Reviews and implements new technologies relating to data storage, hardware, software and network infrastructure upgrades, and new web site technologies.
5. Provides support to internal and external District employees, and web site users for public web site and intranet and extranet sites.
6. Provides informational support to vendors.
7. Assists in monitoring District networks, computer systems, data backups, data storage systems, data collection systems, District electronic mail, and District web site.

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8. Assists in the annual budgeting process.
9. Performs other duties as assigned.

CLASSIFICATION REQUIREMENTS

Education and Experience: Any combination of equivalent education and experience that has led to the acquisition of the knowledge required by the position. A typical way of acquiring the knowledge would be:

A bachelor's degree from a four (4) year college with major course work in computer science, or a related field, **and** five (5) years of experience of progressively responsible full-time work in programming, two (2) years of which must include lead or supervisor responsibilities.

Knowledge of:

- Standard business and accounting concepts, practices and procedures.
- Relational database and SQL programming.
- Graphical user interface design and programming.
- Client-server and object-oriented programming concepts.
- Writing and documentation techniques.
- Principles and practices of management and supervision.
- Network systems.
- Principles and practices of web site, e-mail and voice mail administration.

WORKING CONDITIONS

- Light lifting up to 35 pounds.
- Possess the physical characteristics to perform the critical and important duties of the job, including sustained posture at a computer station for prolonged periods.

STANDARD REQUIREMENTS

- Possession of a valid Class C California Driver's License with a driving record acceptable to the District's automobile insurance provider is required.